

State of California and American Express Government Card Employee Agreement

The American Express Government Card has been offered to frequent travelers of the State of California to facilitate government travel. By applying for and receiving a State of California, American Express Government Card, I as a Cardholder have read the information on the Government Card numbered below and agree to abide by this policy.

The American Express Government Card will hereinafter be referred to in this agreement as “the Government Card”.

I agree to the following regarding my participation in the Government Card Program:

1. I agree to use the Government Card only for actual and necessary business travel expenses, which are reimbursable by law.
2. I agree to maintain my account at less than 30 days past due by submitting my Travel Expense Claim in a timely manner. I understand at 45 days past due the charging privileges will be suspended. I further understand at 60 days past due the Government Card may be cancelled. At that time, I agree to settle my balance in full with American Express. I understand that any portion of my account that goes to Collections will reflect on my personal credit score.
3. I agree to follow the established procedures set forth in this memo for using the Government Card.

If the card is lost, stolen, or misplaced, I will immediately notify American Express by telephone (800-528-2122). I will also inform the Program Administrator of this loss. I understand that failure to notify American Express of the theft, loss, or misplacement of the Government Card will make me personally responsible for any fraudulent or unauthorized use.

I agree to surrender the Government Card immediately upon my retirement or any termination of my employment, or upon the request of any authorized representative of this Department. Upon termination I agree to settle all balances with American Express.

Should you not wish to comply with the policy, please destroy your Government Card and contact your Program Administrator and request your Government Card be canceled. Make sure your Government Card is paid in full to avoid injury to your credit history.